

Mr. [REDACTED]
170962
19 April 1963

OFFICE OF SECURITY DIRECTIVE NO. 63-5

FOR : OS Deputy Directors, Staff, Division, Branch and Section
Chiefs, Area Security Officers

SUBJECT: Reporting of Unauthorized Disclosures of Classified
Information

1. Attached is a copy of Action Memorandum No. 221 from the Executive Director reaffirming that it is the responsibility of all Agency personnel to advise the Office of Security of any leaks of classified information.

2. To ensure uniform handling of reports of possible unauthorized disclosures, the following procedures and responsibilities are established.

a. For centralized control, all reports of possible unauthorized disclosures to the Office of Security shall be submitted to Mr. [REDACTED], Special Assistant, Executive Staff, Room 4E60.

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b. Each Area Security Officer shall establish procedures whereby reports of possible unauthorized disclosures involving his area of responsibility are submitted initially to him and then to Mr. [REDACTED]. Area Security Officers should ensure that specific references to the classified intelligence reports involved in the disclosure are included in the report together with, wherever possible, a preliminary assessment as to the extent of damage to intelligence sources and methods.

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- c. Area Security Officers shall be called upon as appropriate and necessary to conduct inquiries in connection with the reported unauthorized disclosure of information which is within their areas of responsibility.
- d. In submitting a report of a possible unauthorized disclosure, effort should be made to include a copy of the particular article involved. If the particular publication is not immediately available, this should be so indicated.

3. It is requested that the addressees circulate this Directive to all professional employees under their supervision.


Sherrill Edwards
Director of Security

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Attachment

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